JOB POSTING
CLIENT SERVICES ASSOCIATE
WEALTH MANAGEMENT/FINANCIAL SERVICES

McCarthy Wealth Management (MWM) is an independent financial planning and wealth advisory firm. We provide comprehensive financial counseling and investment advice to those in or near retirement, business owners and women responsible for their financial security.

At MWM, we believe the intelligence, education, credentials, and experience of the team has allowed us to create a truly mindful approach towards personalized and trusted guidance for our clients.

POSITION SUMMARY

The Financial Services Administrative Associate is an integral member of our client service team working closely with the Operations Manager and Financial Advisors to deliver exceptional service to clients of MWM. The candidate will be an excellent communicator who is detail oriented, team oriented, friendly, positive and hard working. Additionally, the ideal candidate will have at least 2 years of experience in wealth management or related financial services disciplines. The candidate must possess exceptional project management skills, be highly organized, detail oriented and has an ability and desire to master new skills. Marketing tasks such as event planning and social media management are included in this position.

The firm is located in Newport Beach, CA and the role will be full-time in this office during normal business working hours. Ideal candidates will be located within a reasonable commute to the office as relocation assistance is not offered.

DUTIES AND RESPONSIBILITIES

- Onboard new clients after obtaining detailed, accurate account and transfer paperwork information.
- Handle requests for transfer of funds in and out of accounts.
- Preparation of reports for client meetings.
- Heavily utilization of the firm’s Client Relationship Management (CRM) database software to monitor regular client contact and tracking accountability for all team members.
- Managing multiple client service workflows for opening, estate settlement, distributions…
- Prioritize projects for effective and efficient completion as well as appropriate electronic filing and storage.
- Process life insurance and annuity applications and required follow-up with underwriters regarding application status.
- Maintain advisor calendar and set-up regular phone and in-person client meetings.

- Plan and execute high interest events and workshops for clients and their guests.
- Initiate and support marketing efforts through social media, email and US mail outreach.
- Identify and create operating procedures as necessary to improve work flow.
- Answer incoming calls and proactively assist colleagues and clients with a high degree of helpfulness.

REQUIRED ATTRIBUTES

- High school degree required. Bachelor's degree preferred.
- Series 6 or 7 and FINRA state license is desired but not required.
- Excellent communication skills, detail oriented with initiative and superior organizational skills.
- Knowledge of Redtail CRM is desired. Fundamental computer skills and ability to learn and master Microsoft Word, Excel and PowerPoint. Familiarity with eMoney is a plus.
- Ability to adapt to team culture while also working independently and within strict deadlines managing multiple priorities and open projects.
- Successfully pass extensive background checks.
- Willingness to submit to personality testing to determine relevant integration into existing team culture.

COMPENSATION

An attractive compensation package will be offered to the final candidate commensurate with experience and ability. The package will include a competitive base salary, bonus, health and disability insurance and benefits, 401(K) plan and 3 weeks paid time off.

Interested candidates should submit a cover letter, resume and salary requirements to McCarthyWM@fscadvisor.com.